

**Position Announcement**

**January 2017**

**Position: Childcare Teacher: Pre-K Status: Fulltime**

**Application Deadline: January 17, 2017**

**Job Duties:**

Plans, prepares and implements developmentally appropriate activities for classroom instruction for children attending a child enrichment center at a technical college. Observes and evaluates individual children. Requests and maintains assigned classroom supplies, materials and equipment. Assists children by meeting their physical needs. Assists with meal preparation, feeding of children, and play activities. May operate a motor vehicle to transport children on field trips and to other activities. May provide appropriate information to and/or participate in team conferences. Attends internal and external educational programs and professional meetings. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and any other accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

**Work Hours / Location:**

This position is projected to work Monday through Friday, 7:00 a.m. to 3:00 p.m.; position is located at the Warner Robins Childcare Center. schedules. Positions may require a flexible work schedule to include evening or weekend hours as needed.

**Minimum Qualifications:**

**The incumbent must meet all of the following minimum requirements:**

1. Never have been found by credible evidence, e.g. a court or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct;

(2)  be at least 21 years of age;

(3)  have current evidence of successful completion of a biennial training program in CPR and a triennial training program in first aid which have been offered by certified or licensed health care professionals and which dealt with the provision of emergency care to infants and children if the caregiver is to be counted as part of the 50% of the child care staff with the required current evidence of CPR and first aid training;

(4)  not be suffering from any physical handicap or mental health disorder, which would interfere with the person's ability to perform assigned job duties adequately;

(5)  not have a criminal record;

(6)  One (1) year qualifying child care experience,

(7) Minimum of a Bachelor’s Degree in Early Childhood Education or a related field.

**Preferred Qualifications, in addition to minimum qualifications:**

* Experience with the State Pre-K funded program
* Experience with Quality Rated
* Familiar with Conscious Discipline and the Reggio Emilia philosophy.

**Salary / Benefits:**

Annual gross salary of $29,124.00. This is a 12-month, full-time position and is eligible for benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

**All applicants are subject to the following applicable pre-employment screenings:**

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| Criminal History Records  | Motor Vehicle Records  |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records  | Credit History Records |
| Psychological Screening | Medical Examination |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; (478) 757-3408; Email: lhampton@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.